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of Transportation

United States
Coast Guard



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TRACENCMINST M11101.2K

14 APR 2014

TRAINING CENTER CAPE MAY INSTRUCTION M11101.2K

Subj: POLICY, STANDARDS AND CRITERIA WITHIN THE TRAINING CENTER
CAPE MAY HOUSING AUTHORITY

Ref: (a) Coast Guard Housing Manual, COMDTINST M11101.13F

1. PURPOSE. This Instruction establishes Training Center Cape May Housing Authority policy, standards and criteria for administration of the housing program within the Cape May Area Housing Authority geographic boundaries.
2. ACTION. All personnel assigned Permanent Change of Station (PCS) within the Cape May Area Housing Authority geographic boundaries shall comply with the provisions of this instruction.
3. DIRECTIVES AFFECTED. TRACENCMINST 11101.2J is cancelled.
4. RECORDS MANAGEMENT CONSIDERATIONS. This instruction has been thoroughly reviewed during the directives clearance process, and it has been determined there are no further records scheduling requirements, in accordance with Federal Records Act, 44 U.S.C. 3101 et seq., NARA requirements, and Information and Life Cycle Management Manual, COMDTINST M5212.12 (series). This policy does not have any significant or substantial change to existing records management requirements.
5. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.
 - a. The development of this directive and the general policies contained within it have been thoroughly reviewed by the originating office and are categorically excluded under current USCG categorical exclusion (CE-1) from further environmental analysis, in accordance with Section 2.B.2. and Figure 2-1 of the National Environmental Policy Act Implementing Procedures and Policy for Considering Environmental Impacts, COMDTINST M16475.1 (series).
 - b. This directive will not have any of the following: significant cumulative impacts on the human environment; substantial controversy or substantial change to existing environmental conditions; or inconsistencies with any Federal, State, or local laws or administrative determinations relating to the environment. All future specific actions

resulting from the general policies in this Manual must be individually evaluated for compliance with the National Environmental Policy Act (NEPA), Council on Environmental Policy NEPA regulations at 40 CFR Parts 1500-1508, DHS and Coast Guard NEPA policy, and compliance with all other environmental mandates.

6. FORMS/REPORTS. None.
7. DISCLAIMER. This instruction is not a substitute for applicable legal requirements. It is intended to provide operational guidance for Coast Guard personnel and is not intended nor does it impose legally-binding requirements on any party outside the Coast Guard.



G. T. Prestidge
Commanding Officer
CG TRACEN Cape May

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CHAPTER 1 ORGANIZATION

A. General.

1. This Manual provides policy, procedures and general information applicable to operation and administration of government quarters managed by the Training Center Cape May Housing Authority. It is based on and adheres to policies in the Coast Guard Housing Manual, COMDTINST M11101.3K.
2. The following abbreviations and definitions are used in this manual:

ABBREVIATIONS/DEFINITIONS

BAH.....	Basic Allowance for Housing
CGHM.....	Coast Guard Housing Manual
HOUSING AREA.....	Coast Guard operated housing
HOUSING AUTHORITY.....	Commanding Officer Training Center Cape May
HOUSING CONTRACTOR.....	Housing Maintenance Contractor
HOUSING OFFICER.....	Manager for CG Housing Program
SPO.....	Servicing Personnel Office
QUARTERS.....	CG owned or leased housing
TENANT.....	CG members assigned to quarters

B. Objectives.

1. The objective of the Training Center Cape May Housing Authority is to ensure all members and their families have access to adequate housing reflecting living standards as defined in reference (a). The Cape May Housing Authority will also strive to;
 - a. Create a safe, secure, and enjoyable living environment.
 - b. Inform each tenant of the expectations and standards established by the Coast Guard Housing Program, the Cape May Housing Authority and the Cape May Housing Officer.
 - c. Present a favorable image of the Coast Guard to the civilian community and visitors

CHAPTER 2 GENERAL POLICIES

A. Administration.

1. Housing Assignment. In accordance with reference (a), assignment to Coast Guard owned family and Unaccompanied Personnel Housing (UPH) is mandatory when it is available and adequate. The Housing Office makes all assignments to quarters. Once a set of quarters is vacated and a checkout inspection is completed, custody of the unit will be turned over to the Housing Maintenance Supervisor for necessary maintenance. Upon confirmation that the quarters are ready for occupancy, custody will be returned to the Housing Office. The unit will then be assigned to an eligible member from an applicable waiting list. Upon notification of assignment, the member and a Housing Inspector will jointly inspect the quarters. A check-in inspection report will be prepared and upon acceptance of the unit by the member, applicable BAH entitlements will cease. Once adequate quarters have been assigned and remain adequate, a move for the individual's convenience will be at the Housing Authority's discretion and at the member's expense.
2. Eligibility for Family Housing. Eligibility for family housing is governed by reference (a). Coast Guard managed housing is designated for military personnel assigned to Training Center Cape May and associated tenant commands. Normally, only personnel expected to be in the area more than one year will be assigned to housing except in special situations as determined by the Housing Officer. For humanitarian reasons, unusual personal situations may supersede other considerations in assigning family quarters. Such assignments will be made after consultation with the Work-Life or other required staff.
3. Waiting Lists. The Housing Office maintains waiting lists for available quarters. A separate waiting list is maintained for each bedroom category. Positions on waiting lists are governed by the rules set forth in reference (a). The waiting lists shall be continuously updated and posted weekly by the Housing Office.
4. Quarters designation. Specific quarters designations for Training Center Cape May Housing are as follows:
 - a. Quarters "A", a single detached home located on Fraser Avenue within Training Center Cape May, is designated as the Training Center Cape May Commanding Officer's Quarters.
 - b. Five single detached homes (1821, 1831, 1841 Pennsylvania, 1820 and 1830 Delaware) are designated for senior officers or enlisted command cadre (e.g. OIC/CO/CMC) and their families on accompanied tours. The Executive Officer will make housing assignments for these units through the Housing Office.
 - c. The remaining housing units will be assigned to personnel as determined by the Housing Officer. These determinations are general in nature and are subject to change

as the needs of the community fluctuate. Factors such as equity in upgrade policies, changes in occupancy and needs of the service may influence these determinations.

5. Termination of Housing Allowance. When a member is assigned to government quarters, the Housing Office shall notify the Servicing Personnel Office of the effective date of assignment. The SPO will then terminate the member's BAH entitlement. The member will be required to read and sign the following entry on Form CG-5276A:

"I UNDERSTAND THE LIKELIHOOD OF BAH OVERPAYMENT OCCURRING DUE TO USUAL DELAYS IN PROCESSING HOUSING FORM CG-5267A. I AGREE TO A LUMP SUM DEDUCTION FROM NET PAY, WITHOUT A LETTER OF OVERPAYMENT PRECEDING RECOUPMENT."

This statement is intended to alert the member of the need to save any overpayment of housing allowances received, which will be recouped. Except in very unusual circumstances the Command will not favorably endorse any request for waiver/remission of indebtedness resulting from overpayment of housing allowances.

6. Personal Property and Insurance Claims. Members assigned to government housing are strongly encouraged to obtain insurance coverage for their personal property. Tenants may file claims for any loss or damage affecting their personal property located within government quarters, provided that such loss is not caused by the tenant's own negligence. Tenants are encouraged to maintain appropriate insurance coverage against fire and theft losses. The Military Personnel & Civilian Employee Claims Act is NOT designed to be a substitute for insurance. Claims processed through the military system require significant documentation and settlements are usually based on standard depreciation rates.
7. Change of Occupancy Status. Each tenant is required to immediately notify the Housing Office of any change in status affecting eligibility for occupancy of quarters. Examples where notification is required include dependent's departure from quarters for extended periods of time, births, deaths, divorce or visitors who will be staying in the member's quarters for any period in excess of 30 days. Except in cases of emergency, each tenant is required to give a written, signed notice of intent to vacate quarters to the Housing Office at least 45 days prior to departure. The notice shall include date, member's name, reason for vacating (i.e., transfer, separation), date unit will be ready for pre-inspection, and a forwarding address. A notification form may be obtained from the Housing Office.
8. Termination of Assignment to Quarters. The Housing Authority may terminate the occupancy of quarters under certain circumstances. Reasons include the following:
 - a. Unusual Circumstances: When the Housing Authority determines that termination is necessary due to required improvements. In such cases, the reason for termination shall be fully explained to tenants as far in advance as possible. Every effort will be made to find other suitable housing for the tenant.

- b. Change in Dependent Status: When dependents no longer reside with the member after voluntary separation or divorce.
 - c. Personal Actions: When the personal conduct of a member and/or their dependents warrants such action.
 - d. Failure to Maintain Quarters: When a member fails to maintain quarters as required by this manual. Examples include willful destruction of property within the quarters, vandalism, unsanitary conditions or willful neglect of the quarters.
 - e. Change in Member's Status: Upon PCS transfer out of the Cape May area, discharge, retirement or RELAD, tenants shall notify the Housing Office as soon as practicable of expected rotation date or other significant events (i.e., retirement).
9. Miscellaneous Use Restrictions on Tenant Maintained Areas.

- a. Safety Considerations: A cooperative effort is required to ensure a safe living environment. From the tenant side, items kept in yards must be safely maintained. The tenant must be able to prove to the Housing Authority's satisfaction that these items can be secured to prevent use by anyone not authorized by the tenant.
- b. The Housing Authority reserves the right to determine which practices in each yard are unsafe and to inform the resident of the discrepancy.
- c. Small quantities of gasoline or propane may be stored in well-ventilated areas that are away from direct sunlight and away from access to children. Acceptable areas are assigned locked storage sheds. Storage of reasonable household quantities of less flammable materials such as spray paint cans or motor oil in sealed, industry approved containers, is authorized for storage within the units. If in doubt as to what may be stored in the quarters, contact the Housing Maintenance Supervisor or Housing Officer.
- d. Aesthetic Considerations: A cooperative effort is required to strike the right balance between maintaining a housing complex that the Coast Guard and residents can be proud of, respecting the rights of neighbors in a community, close-quarters living environment, and allowing tenants a reasonable amount of flexibility within their areas. With that in mind, the following additional restrictions are applicable:
 - (1) Satellite dishes are authorized. Dishes cannot be secured to any permanent structure including housing units, fences, or storage sheds.
 - (2) Personal playground equipment (swing sets, slides, etc.) shall be placed inside fenced enclosures (if provided) when not in use.
 - (3) Portable basketball hoops and similar items requiring adjacency to a hard surface

may be kept in front of the residences, but located in a way to not encourage playing in the street.

- (4) Bicycles, kayaks, children's toys, or similar items must be stored inside fenced enclosures or assigned storage facilities when not in use. Water play items such as small portable pools ("kiddie" pools) must be kept drained and stowed within enclosed yards when not in use.
 - (5) Plantings are authorized only within the planting areas that the residents are required to maintain. Only plants that will not grow large enough to damage the foundations are authorized. Residents desiring to plant small vegetable or flower gardens may do so behind their units within the confines of the fencing. Garden plots containing vegetables and/or other edible items must be routinely harvested and weeded. In the event rodents become a problem, the right to terminate ALL gardens having edible items rests with the Housing Officer. Upon termination of quarters, vegetable gardens must be removed, the area covered with top soil, leveled and an established lawn must begin to grow. At the discretion of the Housing Officer, flower gardens may remain.
 - (6) Wasting water, especially when showering, washing clothes, watering grass, and when washing vehicles is not permitted. Shut off water faucets and act quickly to repair plumbing leaks. Lawn watering and car washing are permitted within the confines of Cape May City ordinance contained in Chapter 3, paragraph A.3.
 - (7) The placement of political signs or business advertisements on Government property is prohibited.
 - (8) Other prohibited items and activities include the use of portable, unventilated fuel-fired heaters, fire places or wood stoves, outdoor wood burning fire pits or chimineas, explosive materials, and the melting, casting, machining, soldering, and buffing of lead. Grills may be stored on any deck or patio, but use is limited to only open and uncovered patios and decks. To prevent damage and avoid liability, above ground pools (excluding "kiddie" pools), hot tubs and trampolines are prohibited.
10. Guests. A guest is defined as anyone who is not a bona fide dependent of a member. Tenants are responsible for the conduct of their guests. Members assigned to housing shall obtain the housing officer's written approval for individual visits of more than 21 consecutive days. Guest visitation beyond 30 consecutive days or exceeding 45 cumulative days requires AHA approval. If other active duty member and/or their dependents reside as guests for more than 30 consecutive days in housing assigned to another person, the housing officer must report this fact to the servicing SPO to determine the visiting member's housing allowance and entitlements.

11. Contagious Diseases. Tenants shall notify the Housing Office and Health Services personnel immediately upon verifying that any member of the household has a contagious disease.
12. Extended Absence From Quarters. Tenants shall notify the Housing Office whenever their quarters will be unoccupied for a period of more than seven days. In winter, heating units should be set to 55 degrees to prevent pipes from freezing. Outdoor items, which have the potential to become flying hazards during storms, should be secured before tenants leave for an extended period. Notification is intended to alert the Security personnel to increase their surveillance. Tenants are also encouraged to ask someone to periodically check their quarters for maintenance emergencies or general safety. During extended absences, tenants remain responsible for yard maintenance. Tenants must also ensure that pets are properly cared for during such absences. Tenants may not leave pets outside during extended absence from quarters.
13. Operation of Home Businesses. No business enterprise shall be conducted out of government quarters without prior written approval from Commanding Officer, Training Center Cape May via the Housing Officer.
14. Inspections. Various types of inspections are required. Such inspections include, but are not limited to, the following types:
 - a. Check-in Inspection: This inspection is required upon assignment to quarters. The Housing Office will provide an inspector who will jointly inspect the unit with the prospective tenant(s) and a Housing Maintenance representative.
 - b. Annual Inspection: The member, Housing Office, and Housing Maintenance personnel will conduct an annual inspection of the quarters. The purpose is to check for maintenance and safety related items. If any discrepancies are found, a follow-up inspection will be conducted.
 - c. Pre-Environmental Risk Assessment Inspection: A pre-ERA inspection to validate potential environmental risks shall be performed in conjunction with the check-in inspection or annual housing inspection.
 - d. For Cause Inspection: Any time there is reasonable cause to believe the quarters are being damaged or abused by the service member, dependent, or guests, a non-scheduled "For Cause" inspection may be conducted by the Housing Officer or his/her representative.
 - e. Pre and Final Check-out Inspections: These two inspections will be conducted jointly by the Housing Inspector, a Housing Maintenance representative, and the member prior to termination of quarters. The pre-inspection should be scheduled 45 days prior to the anticipated termination date to give the member ample time to correct

any discrepancies. Tenants are encouraged to point out any maintenance-related problems during the pre-inspection. The successful final checkout inspection is the basis for reinstatement of the member's housing allowance(s).

- f. **Grounds Inspection:** A member of the Housing staff will conduct grounds inspections on a bi-weekly basis. Those in need of improvements will receive written notification of any discrepancies. Tenants will correct any discrepancies within 7 days. If a pattern of neglect or constant discrepancies is established, it will be grounds for appropriate action by the Housing Officer, which includes notification to the member's Commanding Officer.
15. **Children.** Children are defined as dependents under the age of 21 years of age or younger who reside with a member in quarters. Dependents 21 years of age or older who are incapable of self-support because of mental or physical incapacity and rely on the member for over one-half of his/her support or dependents age 23 and younger who are attending college are also defined as children. Tenants are responsible for the action of their children at all times. Tenants are responsible for any vandalism, destruction of government property or any inappropriate behavior by their children. Specifically prohibited is the entry of children into vacant quarters or in the work areas of the Housing Maintenance staff or storage areas. Violation of housing regulations by children will be cause for disciplinary action by the command and may be cause for eviction.
 16. **Pets – Registration and Control of Animals.** Pets are normally defined as small, domesticated animals such as dogs or cats. Exotic animals such as, but not limited to, reptiles, rodents (other than hamsters and guinea pigs), ferrets, hedgehogs, skunks, rats, raccoons, squirrels, pot-bellied pigs, monkeys, arachnids or any farm animal are prohibited in all government owned housing. Having pets on board Coast Guard Housing is a privilege. However, the presence of domestic animals, if not controlled, poses a potential safety and health hazard to the community. All pets must be registered with the housing office prior to their occupancy of quarters. Housing area residents who have pets must use the following guidelines for controlling and cleaning up after their pets.
 - a. Tenants are permitted to keep pets at their quarters. There is no specific number of pets, but their numbers will not exceed that which creates a nuisance to other tenants or, creates sanitation problems within or around the unit in which the owners reside. Written authorization must be requested from the Housing Office in order to keep more than two pets. Breeding of animals of any species is prohibited. Members are highly encouraged to have their animals spayed or neutered to prevent the possibility of destructive or nuisance behavior. Presentation of a current rabies certificate is required upon initial registration, except in the case of animals too young to accept shots. Such animals will be vaccinated as soon as they become of age. When outdoors, all animals will wear registration tags and current rabies tags.
 - b. Tenants are fully responsible for their pets. When outdoors, dogs and cats will be kept on leashes at all times. All cats and dogs will wear a collar with the appropriate rabies

and identification tags attached. Animals without collars will be treated as strays. During daylight hours, dogs may be confined to a fenced area.

- c. Tenants are responsible for immediately cleaning up pet feces wherever it occurs. Tenants will not permit pets to defecate in communal areas such as playgrounds, sidewalks or common grassy areas. When pets are allowed into common areas or areas outside homes, the owners will be required to have, on hand, implements necessary to clean up the feces that pets invariably leave behind. Also, be mindful that cats "spray" to establish territory, which may cause problems with neighbors.
- d. Tenants are to ensure that pets are properly cared for at all times. Neglect or abuse of pets will not be tolerated. Violations of these regulations may be cause for removal of pets and/or eviction from housing.
- e. Dogs shall not be prohibited from housing based on breed, but may be removed for demonstrated instances of aggressive behavior such as unprovoked barking, growling, or snarling at people approaching the animal, aggressively running along fence line when people are present, biting or scratching people and escaping confinement or restriction to chase people. The Housing Officer will investigate any written complaint involving animal nuisances and will initiate appropriate action. In no case will a pet be allowed to create a nuisance to other tenants nor be allowed to damage or destroy government property.
- f. Any animal involved in a scratch or bite incident may be quarantined as the Medical Officer directs. Professional impoundment, if ordered, is mandatory and is at the owner's expense. Animals that become vicious or have been involved in a biting incident may be barred from the housing area at the discretion of Commanding Officer, Training Center Cape May. The Security Officer will investigate and make recommendations concerning the disposition of vicious animals. If an animal is banned from the complex, the owner will be hand delivered a notice informing him/her to remove the animal within a time period prescribed by the command. While still in the housing area the animal must be fenced in or kept indoors.
- g. Violations: Security and the Housing Staff will investigate reported violations of the pet policy. Personnel will talk to the person reporting the violation as well as the owner of the pet involved. After collecting all facts they will make a determination as to the validity of the report. (For example, a complaint is filed about a loose dog. It turns out that this dog was in the owner's yard, the dog is not aggressive, and was not actually a nuisance to anyone. This may not be considered a valid complaint). Valid complaints will result in the following actions:
 - (1) First Violation: Owner will receive a written warning detailing the complaint, the corrective action required and consequences of a second violation.
 - (2) Second Violation: Owner will receive a written warning detailing the complaint,

the corrective action required, and the consequences of a third violation. A copy of the warning will be forwarded to the individual's Department Head or Commanding Officer.

- (3) Third Violation: Owner will receive a letter detailing the history of complaints against the animal(s), and will instruct the owner to remove their pet(s) from the housing area within 14 days. Failure to comply will be handled as the Commanding Officer sees fit and may result in the loss of housing privileges. The owner may request in writing to the Security Officer, via the Housing Officer, a short extension in order to find a proper home for the animal outside housing.
- h. Good Neighbor Policy: Individuals are encouraged to work out problems with their neighbors before resorting to calling Security or the Housing Office. This will reduce unnecessary security/administrative efforts and make the Housing Area a more pleasant place to live.
17. Vehicles. A motor vehicle is defined as any self-propelled mode of transportation. Tenant owned vehicles must be parked in assigned parking spots or roadside beside the units. No vehicles will be parked on the grassy areas of the housing units. Recreational vehicles, motor boats, jet skis, etc. may not be stored in housing parking lots, streets, near storage units, in or near any common spaces or on the grassy areas of the housing units.
18. Subletting. Subletting is defined as the receipt of reimbursement for allowing a person, not a member of the tenants' household to reside in quarters. Subletting is strictly prohibited.
19. Cable Television. Cable TV is wired into each home. Local Cable Company phone numbers are available in enclosure (2).
20. Telephone Service. The tenants will arrange telephone services. The houses are constructed with phone lines built in, so it is not necessary to have lines run. Local Telephone Company numbers are available on the back cover of this manual.
21. Keys. Upon assignment to quarters, The housing officer will issue two keys for each unit. Additional keys may be requested from Facilities Engineering. If keys are lost or stolen, locks must be re-cored by Facilities Engineering at the tenant's expense. Locked out member's should contact the Security Chief, Housing Office, or OOD. Two keys will be issued for each unit to access the mailbox.
22. Garbage and Recycling. Each tenant is provided with three receptacles and is expected to comply with local and state trash and recycling rules by separating paper, glass and aluminum. Trash and recycling pickup is on Wednesday. To prevent animal intrusion and/or wind scattering, items should be first sealed in plastic bags before being placed in trash containers. Additional items that will not fit in the assigned cans should be placed

alongside the appropriate container no earlier than the morning of trash pickup. Trash containers must be returned to their assigned storage areas not later than the evening of pickup.¹ Containers associated with household goods shipments must be flattened and placed beside the trash containers. Bulk items must not be left at the curb. The resident must take bulk items to dumpsters located on the base across from building 122 (Lucky Bag).

B. Security and Emergencies.

1. Security Guard and Police Response.

- a. In Housing, the City of Cape May Police Department maintains concurrent jurisdiction with State, Federal and Coast Guard authorities. All emergency situations (fires, thefts, break-ins, etc.) should be handled by dialing 911. Incidents should later be reported to the Training Center Security Chief or Base OOD.
- b. The Training Center employs 24-hour service contract security guards at the main entrance to the base with roving patrols in the housing area and the Training Center. In the event of problems arising between a tenant and a security guard, tenants will refrain from confrontations and instead report any incident to the Security Officer, Security Chief, or Base OOD.

2. Security Incidents. In the event of a situation requiring the immediate attention of a security guard, such as suspicious individuals or unusual packages discovered within the housing area, the following procedures apply:

- a. Immediately contact the Training Center OOD at 609-898-6915.
- b. If the OOD cannot be reached, contacted the Gate Guard at 609-898-6225.
- c. Emergencies should be reported to the City of Cape May Police Department by dialing 911.

3. Fires.

- a. In case of fire inside quarters, contact the fire department (911) immediately. Also contact neighbors, Security, and Base OOD after safe egress.
- b. Family members are to be evacuated at the earliest sign of danger. Pre-planning for emergencies is strongly encouraged to avoid panic. Of particular importance is the discussion of evacuation routes.

¹ Thousands of visitors come to TRACEN Cape May each year to attend weekly graduation ceremonies. The Command asks for residents' assistance to ensure the housing area (e.g. the "gangplank" to Training Center Cape May) is kept orderly and clean. By promptly returning empty garbage containers to their storage areas, you will significantly help with this effort.

- c. Smoke detectors are hard-wired in each unit. If they are not present or are inoperable, complete a work request form and deliver it to Housing Maintenance.
 - d. Burning of trash and leaves is prohibited.
 - e. All fires, no matter how small, shall be reported to the Housing and Housing Maintenance offices. Housing Maintenance will ascertain what, if any permanent damage may have occurred, and ensure the cause of the fire is determined and corrected.
 - f. Fires determined to have been caused by negligence of the member, dependents, and/or guests, and causing damage to the unit, will result in the member having to reimburse the Government for repairs to the unit damaged.
4. Stray Animals. Occasionally stray animals, such as cats or dogs, or woodland animals (i.e. raccoons, squirrels, chipmunks, skunks, etc.) may enter the housing area. When sighted, residents should not approach them, but report their presence to the Security or Housing Office. Do not feed stray animals or woodland animals.
5. Firearms. Occupants of government housing are authorized to have legally purchased/registered firearms. It is the sole responsibility of occupants to ensure strict compliance with all local, state, and federal firearm laws as well as this instruction. The possession of illegal firearms, illegal ammunition, grenades, bombs, blasting explosives is strictly prohibited. Occupants of government housing possessing firearms must register each firearm with the Housing Officer and sign a statement of acknowledgement of these regulations. In addition, anyone residing in government housing who purchases or obtains a firearm(s) while living in government housing must register this firearm(s) with the Housing Officer.
- a. Any gun, pistol, rifle, shotgun, air rifle, air pistol, blank gun, BB gun or other instrument from which metal or other projectiles are propelled is considered a firearm. Firearms may not be loaded or fired in government housing areas.
 - (1) Occupants are urged to exercise extreme care, especially those with small children. **Firearms retained in government housing must be secured with trigger locks, at a minimum, at all times or be stowed when not in use, in locked gun racks, cabinets, or locked containers.** Weapons should never be stored where children can gain access. Ammunition must be stowed separately from firearms. Loading or loaded firearms in government housing is strictly prohibited.
 - b. The use of potentially lethal or dangerous items such as bows and arrows, spear guns, swords, and martial arts weapons is strictly prohibited in housing. Officers are authorized one military sword, as described by Coast Guard Uniform Regulations.

- c. TRACEN Armory will provide long term storage of your weapon(s) if needed, upon request.
6. Excessive Noise. Tenants will not create excessive noise that disturbs other tenants. In particular, stereos, TV's, etc., will be kept at a level that will not disturb other tenants, especially during the hours of 2200-0600. Please note that many residents are watch standers and need to sleep during the day; be considerate if your neighbor is a shift worker. Parties, children at play, sports activities and other social events should not cause disturbance to neighbors, especially late at night. Complaints will be reported to the Security Chief, OOD, and Housing Officer. If the problem continues, security personnel will again be notified. Continued or repeated problems will be cause for disciplinary action. Simple consideration to your neighbors will normally be adequate to avoid problems.
 7. Violation(s) of Housing Regulations. It is expected that the military community in government quarters will live in an orderly, law-abiding and harmonious manner. Tenants will familiarize themselves and abide by this manual and ensure their dependents and guests likewise conduct themselves properly. In cases of non-compliance or flagrant disregard of housing regulations, tenants will first be warned orally or in writing as appropriate. Written warnings will become a matter of record. Repeated infractions or problems will be cause for further disciplinary action and could include eviction from quarters.
 8. Hurricane Preparedness. 01 June through 30 November is considered hurricane season. Upon reporting to TRACEN, members will be given a Personnel Emergency Evacuation Information Sheet which they will fill out and return to the SPO. In the couple of months before the start of hurricane season, the Housing Office will disseminate information to Housing Residents regarding preparing for the season.
- C. Housing and Grounds Maintenance.
1. General.
 - a. Housing and grounds maintenance is a cooperative effort between the Housing Authority and the tenant. Chapter (3) specifies responsibilities for various items including maintenance, cleanliness and safety.
 - b. The Housing Maintenance office will perform various maintenance services for quarters to ensure suitable living conditions. General services performed include the following:
 - (1) Rehabilitation of quarters prior to assignment. Between occupancies, all units will be inspected and any necessary repairs made.
 - (2) Necessary repairs during occupancy to the quarters and government property

within the quarters.

- (3) Grass mowing and debris control outside tenant maintained areas (commercial contract).
 - (4) Pest control/extermination services (commercial contract). Contact the Housing Office to report any pest problems.
2. Quarters Repairs. Failure to maintain houses may result in member being required to reimburse the Government for loss and/or damage to quarters. A tenant should make assessment of repairs required for the quarters. Normally, repair work can be handled by:
 - a. Housing Maintenance Services. For routine repairs beyond the tenants' capabilities, assistance should be requested by filling out an on-line work order at <http://www.uscg.mil/hq/capemay/AdminServices/WorkOrder.asp>. For assistance with filling out a work order or to check the status of a work order, contact the work order help desk at 898-6946.
 - b. For emergencies outside the normal workday, contact the Training Center Duty OOD at 898-6915. Items considered to be an emergency include the following: loss of power (try/test breakers first); drainage or sewer backups affecting toilets, bathtubs, sinks, or clothes washer; loss of water and water leaks causing damage to the building; loss of refrigerator or freezer.
 - c. Self-Help Program. See Chapter (3) and enclosure (1).
3. Alterations. No alterations, additions, new construction, renovation or removal of existing fixtures, permanent or temporary, are permitted without the approval of the Housing Officer. The tenant, prior to vacating quarters, will remove any temporary improvement(s) and the unit will be returned to a condition acceptable to housing authorities.
4. Painting. Painting of interiors is permitted at tenant expense for color changes. Paints used must be the same type as is currently on the surface. Failure to do so could result in peeling paint, all of which would have to be removed instead of painted over. Place a request in writing to the Housing Maintenance Contractor who will work with you to ensure you use the proper paint(s). It is the tenants' responsibility to restore the units to their original color(s) as specified by the Housing Officer at the tenants' expense. Government owned paint will not be provided to repaint quarters that have been altered by the tenant. This also includes wallpaper, tile or any other coverings.
5. Picture Hanging and Window Treatments. All holes must be filled and touched up prior to vacating quarters. Spackling compound is available through the self-help program.
6. Grounds Maintenance. Regulations for yard maintenance are contained in Chapter 3.

7. Utilities. During the workday, reports of water or electrical/power outages should be made by calling the Housing Office, Facilities Engineering or Housing Maintenance Supervisor. After work hours, reports of outages should be made to the TRACEN OOD. Tenants should check circuit breakers prior to reporting an outage of electrical power.
8. Energy Conservation. The Housing Authority is vitally concerned with supporting the Coast Guard's energy conservation program. It is very important that tenants use electrical power prudently. Keep a conscious effort at turning off lights and appliances when not in use. Thermostats for heating should be set no higher than 68°. Air conditioning should be set no lower than 74°. Air conditioning should be turned off when not in use. Air conditioning and heating should only be used where all windows and doors are closed (i.e. an A/C boundary). If windows and doors are not sealed properly, please notify the Housing Contractor by filling out a work order.
9. Pest Control. Pest control is handled by a commercial contract in all housing areas and requires monthly exterior inspection and spraying of all the quarters, or more often if warranted, for ants, roaches, etc. Members requesting internal spraying must be present or the unit will not be sprayed. Tenants who will not be available should arrange with a friend, neighbor, or the Housing Office to open the quarters for spraying. Should a pest problem persist after spraying, contact the Housing Office.

CHAPTER 3 PLANT, YARD AND HOUSING MAINTENANCE

A. General.

1. Contracted Grass Cutting. Contractors will cut and edge the grass line from the street to the sidewalk as well as in and around parking lots.
2. Resident Responsibility for Lawns. Each building occupant shall mow, edge, weed, trim, and clean up debris in the areas within 60 feet of the buildings or halfway between adjacent buildings. This includes the areas up to the sidewalks in front of and to the side of the buildings and up to the tall grass or brush in adjacent undeveloped areas and playgrounds. Lawnmowers and trimmers are available from Housing Maintenance during Self Help Hours from 0800-1000 on Tuesdays and Thursdays and from 0900-1200 on Saturdays. Prior to mowing, all rubbish, debris, and trash which includes leaves, rocks, paper, and other portable objects within the maintenance area shall be removed. Grass areas are to be maintained in a height range from 1 ½ - 3 ½ inches. Grass cutting is to be accomplished in a manner such that it is free of scalping, rutting, bruising and uneven rough cutting.
3. Water Conservation. Residents should use reasonable care to conserve water, especially when watering grass and washing vehicles. Watering of lawns, plants, and gardens is prohibited between the hours of 1000 and 1800 as per Cape May City ordinance. Between 15 May and 15 September outdoor watering of lawns, plants and gardens shall be permitted before 1000 and after 1800 on even numbered days (i.e. 2, 4, 6). Washing of sidewalks and driveways by hose is prohibited except in emergencies or circumstances specifically approved in advance by the Facilities Engineer. Automatic shut-off nozzles shall be used on hoses used for outdoor washing (vehicles, boats, windows, etc.).
4. Trimming. Trimming around trees, shrubs, cultivated areas, fences, poles, walls, valves and other similar objects shall be accomplished to match the height and appearance of surrounding vegetation.
5. Debris Removal. Foreign material, accumulations of grass clippings, leaves, bark, twigs and branch debris, dead vegetation, paper and trash shall be removed from the maintenance area including grass areas, walkways, stairways, and curbs within or adjacent to the area. All pavement areas shall be swept or blown clean.
6. Flower Planters. Flowerbeds and planters shall be maintained in a manner that promotes proper health, growth, and neat appearance of the perennial or annual flowers during their spring and summer growth season. All weeds shall be removed from flowerbeds. Plants should be planted so that there is at least 18 inches of clearance between the plant and the building. Upon departure, the Housing Office will determine which plants can be left for the next tenant based on the type of plant and the scheduled arrival date of the new tenant.
7. Weed Control. Weed control may be performed to prevent the encroachment of weeds

into established landscapes, including lawn areas and around trees, shrubs, and flower beds and to eliminate grass and weeds in cracks and joints within or along sidewalks and curbs within or adjacent to the maintenance area. All chemicals shall be applied in strict accordance with the product's EPA or State registered labeling.

8. Snow Removal. Tenants are responsible for the removal of snow and ice from sidewalks including common walkways along the road in Housing. Housing residents are responsible for digging out their own vehicles. This includes vehicles parked in the designated parking lots and vehicles parked on the streets.
9. Self-Help. Tenants are encouraged to undertake self-help work to enhance living standards, aesthetics or comfort, and as a means of saving costs. The program benefits residents and the Coast Guard by helping to eliminate minor jobs, which would otherwise be performed by the Housing Contractor. The reduced workload allows the Housing Contractor to focus their efforts on critical more technical jobs and speeds their responsiveness.
 - a. Self-Help hours are from 1000-1400 on Tuesdays and Thursdays and from 0800-1300 on Saturdays. Contact Housing Maintenance at extension 6354 if you need to make arrangements to pick up items at a different time.
 - b. Submit all self-help proposals to the Facilities Engineering Work Reception Desk in writing or by calling extension 6946 between 0800-1130 and 1300-1600, Monday thru Friday. Indicate the request is self-help and include the following information with project proposals:
 - Member's Name, Address, and Home Phone Number
 - Work Number of Member
 - Description of Work
 - Required materials
 - c. When requesting permission to paint, you must specify the area, and provide the manufacturer, color, paint chip or color sample, and type of paint.
 - d. Perform all work carefully to maintain the unit in the best possible condition. Housing Maintenance will inspect all work upon completion. Tenants are liable for restoration costs should any damages occur while performing a self-help project. If re-work is beyond the tenant's capability, the tenant must submit a work request.

Self-Help Items

KITCHEN

Refrigerator handles
Refrigerator bulbs
Range (stove) knobs
Range hood filter
Range hood light bulb
Range hood light cover
Range interior light bulb
Burner drip pans
Kitchen florescent light bulbs
Faucet aerators

OUTSIDE BACK YARD

Fence slats (length needed)
Fence/Trash Gate latches
Fence/Trash Gate hinges
Storm door closures
Storm door handles
Storm door window/screen clips
Shed door touch up paint
Brick molding touch up paint
Grass seed
Lawn Mowers (LOAN OUT)
Yard Trimmers (LOAN OUT)

DOWNSTAIRS

Bifold doorknobs
Bifold door pivot pins
Closet rod/hardware (length needed)
Doorstops and stop plates
Cover plates (ex: outlets)

UPSTAIR HALLWAYS

Door stops/stop plates
Cover plates (ex: outlets)
Banister brackets

BEDROOMS

Door stops/stop plates
Closet rod/hardware (length needed)
Bifold door handles
Bifold door pivot pins

BATHROOMS

Door stops/stop plates
Cover plates (ex: switch)
Florescent light bulbs
Toilet paper holders
Towel bars
Soap dishes
Toothbrush holders
Toilet seats
Toilet handles

GENERAL

Door stops/stop plates
Sliding glass door handles
Sliding screen door handles
Bifold door handles/pivot pins
Spackle jobs under 3 inches
Furnace filters
Vinyl baseboard
Air conditioning covers
Weather-stripping
Window plastic
Interior paint, decorative white; specify
walls/ceiling or moldings/trim

SELF-HELP TOOLS

Screw Driver Set
Drill Gun
Drill Bit Set
Paint Brushes
Double Sided Tape
Wrench Set
Pliers
Socket Set
Spackle Knives
Caulk Gun
Heavy Duty Rakes
Shovels
Extension Ladder
6' Ladder

DOORS

Storm door handles
Storm door window/screen clips
Storm door closures
Storm door touch up paint
Front door touch up paint

FASTENERS

Various Screws
Various Nails
Various Anchors
Shade Brackets

MISCELLANEOUS

Spackle
Glue
Sandpaper
Wood Putty
Porcelain Touch-Up
Porcelain Touch-Up
Faucet aerators
Shower curtain rods/hardware

Frequently Called Numbers

**FIRE * POLICE * MEDICAL
911**

FE Work Order Desk
(609) 898-6946

Housing Officer
(609) 898-6219

Housing Maintenance Contractor
(609) 898-6354

Clinic Appointment Desk
(609) 898-6366

Base Main Gate Security
(609) 898-6225

Base OOD
(609) 898-6915

Base Security
(609) 898-6856

Telephone Service Providers

Verizon (800) 427-9977
AT& T (866) 346-1298, ext. 23306
Sprint (877) 777-6271

Cable Television Service
(609) 522-0103

Dish Network – Satellite Dish
(866) 884-8771

New Jersey Vehicle Inspection Site
(609) 465-7246